



# Fire Chief Position Description

## Position Overview

**Job Title:** Fire Chief / Paramedic

**Department:** Kiowa FPD / Fire Rescue; Emergency Medical Response and Transport

**Location:** Vicinity of Town of Kiowa and Adjacent Areas of Elbert County, Colorado

**Reports To:** Board of Directors (working through liaison)

**Status:** FLSA Exempt-Executive

**Employment Status:** Per Contract

**Salary Range:** \$90,250 to \$99,750

## Position Summary:

The Fire Chief / Paramedic serves as the administrative and operational leader of the Kiowa Fire Protection District (the "District"). This position reporting to a Board of Directors, is responsible for overseeing fire suppression, emergency medical services (ALS) ambulance transport, fire prevention, fire code enforcement, training and administrative functions, including building and development plans review. The District operates as a combination service employing limited full-time staff and a majority of volunteer or part-time personnel. The Chief plays a pivotal role in mentoring, developing and maintaining a new generation of emergency responders while ensuring high standards of safety, professionalism and community service. The Chief is also responsible for maintaining the cooperation and assistance of adjacent fire districts and the Elbert County Sheriff's Office in providing overlapping emergency response services, notably for wildland fires, as necessary for the health and safety of all Elbert County citizens.

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## District Description:

The District covers 324 sq. miles of north central Elbert County, Colorado and has a population of approximately 3,000 residents. The area is comprised of rural agricultural lands and mixed density housing on various sized lots up to 35 acres. The area includes the Town of Kiowa (County Seat for Elbert County), which includes single and multi-story commercial and residential structures, as well as various County government buildings, including a Justice Center/Jail/Sheriff's Department building and Fairgrounds; as well as Kiowa School District schools and facilities.

The District is covered by two fire stations (the main Station contains the Fire Chief's office and living quarters for personnel) and maintains a Training Center, which includes a live-burn structure used by numerous fire and law agencies in the County and the region. Primary response apparatus from the main 6-bay Fire Station consists of two ambulances, two brush trucks, one engine and one support vehicle.

The District employs a career Fire Chief, a career Captain (both paramedics) and two full-time firefighter/paramedics and one full-time firefighter/EMT. Additional staffing is by 20 to 25 volunteers and a Support Services Division. District volunteers work shifts at the main Fire Station. Volunteers living in or near the District also respond to calls from home. The District also employs a Financial Manager to

assist with budget, payroll and certain other administrative functions. Billing for ambulance services is accomplished by an independent billing contractor.

In 2025, the District responded to 564 calls for service. The majority of calls are for emergency medical services accounting for 54% of all calls, including emergency medical transport. The District also provides ALS transport mutual aid to adjacent jurisdictions. Emergency dispatch, communications services and radio equipment are provided by a Countywide communications authority.

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## **Key Responsibilities:**

### **Leadership & Administration**

- Provide overall leadership, vision, and strategic direction for the department.
- Manage day-to-day operations of fire, code enforcement, development review and EMS and ambulance transport services.
- Maintain, update and enforce District policies, procedures and guidelines; as approved by Board.
- Prepare and administer the District's budget and purchasing, as approved by Board; aggressively pursue grant funding.
- Ensure compliance with local, State and federal laws, Fire Codes, OSHA and NFPA standards.

### **Training & Mentorship**

- Maintain, upgrade and implement progressive training to build skills and confidence.
- Mentor volunteer and part-time staff, promoting a culture of responsibility, teamwork and growth.
- Foster leadership development opportunities within the ranks.

### **Operational Duties**

- Respond to emergency calls in dual capacity as command officer and Paramedic.
- Provide advanced life support (ALS) care and transportation in accordance with medical protocols.
- Serve as Incident Commander at major incidents and ensure effective scene management, including regional incidents, as necessary.
- Work with contractors and developers in building plan and development plan reviews. (For large projects, assistance from an independent contractor expert is utilized.)

### **Community & Interagency Relations**

- Serve as liaison between the District, elected County officials and the public.
- Promote community risk reduction through education and outreach.
- Collaborate closely with neighboring fire districts, mutual aid partners, the County Sheriff and State agencies.
- Coordinate a State and national wildland fire response team for District personnel and equipment.

### **Personnel Management**

- Recruit, supervise, and evaluate personnel performance.
- Resolve personnel issues and ensure adherence to professional standards.

- Promote a safe and inclusive workplace culture.

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**Minimum Qualifications:**

- High School diploma or GED; Associate or Bachelor's Degree in Fire Science, EMS, Public Administration, or a related field preferred.
- Minimum of 7 years of fire service experience, with at least 3 years in a supervisory or command role.
- Current State or National Registry Paramedic certification (must be maintained).
- Fire Officer II certification (or equivalent) preferred.
- Incident Command System (ICS) 100, 200, 300, 400, 700, 800 required.
- Valid driver's license and clean driving record.

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**Preferred Qualities:**

- Proven ability to lead and motivate, including younger or inexperienced personnel.
- Strong communicator with the ability to connect across generational and experience levels.
- Hands-on leadership style with a commitment to leading by example.
- Experience in a rural or combination department environment.
- Skilled in conflict resolution, team building and personnel development.

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**Working Conditions:**

- Irregular hours, including nights, weekends and holidays; available 24/7, 365.
- Required to live within a specified time/distance from the main Fire Station.
- Physically demanding role involving exposure to hazardous environments.
- Frequent response to emergency scenes over a wide geographic area and prolonged periods of high stress.
- Regular cooperation and coordination for planning and response with adjacent districts within the Elbert County.

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**Salary and Benefits:**

- Salary as negotiated within the established range.
- Pension: FPPA, retirement and disability.
- Health insurance: 80% paid for employee; 80% paid for family.
- Vacation time: PTO, generous per contract and in consideration of Executive status.
- Uniform allowance.
- Paid training.
- Take-home vehicle; dependent upon location of residence and per negotiation.

**To Apply:**

Submit a cover letter, resume and copies of certifications electronically to Geri Scheidt, [g.scheidt@kiowacofpd.gov](mailto:g.scheidt@kiowacofpd.gov) or to the Board of Directors, Kiowa Fire Protection District; P.O. Box 321, Kiowa, Colorado 80117; or 403 County Road 45, Kiowa, Colorado 80117.

**Application Deadline: May 1, 2026**

*The District follows the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law*